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SED M74-047
17 April 1974

EQUIPMENT BOARD

A. MISSION

The OC Equipment Board is responsible to the Director of Communications for the following:

1. The review and approval of Office of Communications systems concepts in support of major CIA objectives to include equipment requirements, support requirements, and timetables.
2. Review and approval for inclusion in the OC standard product line new covert and staff equipment/systems prior to the allocation and expenditure of major resources.
3. Review and validation of OD&E research and development project proposals, prepared in response to OC levied requirements, prior to initiation; and review of service testing plans concerning equipment resulting from this effort.
4. Review and establishment of equipment priorities, production, and inventory quantities.

B. MEMBERSHIP

The OC Equipment Board will consist of the following membership:

Chairman	Deputy Director of Communications (Voting)
Member	Chief of Operations, OC (Voting)
Member	Chief, Communications Engineering, OC (Voting)
Member	Chief, Communications Services, OC (Voting)
Member	Chief, Programs and Budgeting Staff, OC (Voting)
Member	Chief, Communications Security Staff, OC (Voting)
Secretary	Appointed by Chief, Communications Engineering, OC (Non-Voting)

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C. PROCEDURES

Items for consideration by the Board are submitted, in most cases, by Communications Engineering, OC. However, any organizational component or employee may submit through appropriate channels, any item within the Board's mission area. Such items should, if possible, be submitted in written form to the Secretary in sufficient time for distribution to the Board members for their review prior to the next scheduled meeting. Submissions should be in the following format:

1. Statement of the problem or proposal
2. Statement of pertinent facts
3. Discussion
4. Recommended Action

D. ADMINISTRATIVE

Meetings will normally be held on the second Tuesday of each month, but may be changed or cancelled at the discretion of the Board Chairman.

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